



**Office of Children's Services**  
Empowering communities to serve youth

# **New CSA Coordinator Academy**

## **2021 Virtual Edition**



**Office of Children's Services**  
Empowering communities to serve youth

# Welcome

**Anna Antell**  
**Program Consultant /**  
**Director, New CSA**  
**Coordinator Academy**

**Office of**  
**Children's Services**



# BEFORE WE BEGIN . . .



This session is being recorded



All lines are muted to start the meeting

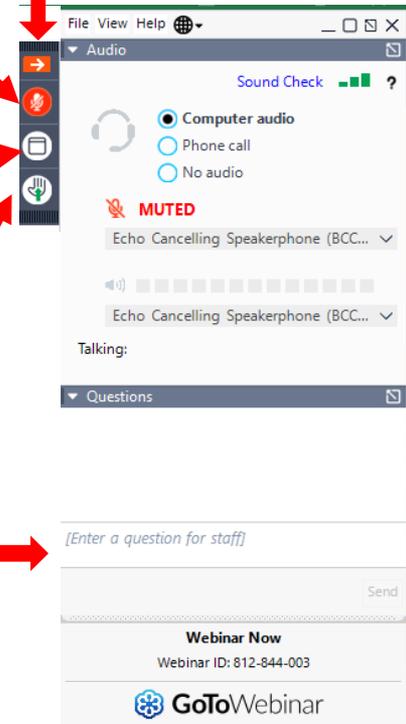
Click to Unmute Yourself (if allowed)

Click ESC to leave full screen mode

Raise Hand to have your line unmuted

Type questions here

Hide/Show Control Panel



# Introductions

Please be ready to introduce yourself with:

- Your name and what locality you work in
- The month you became the CSA Coordinator
- What you did before becoming the Coordinator (briefly)
- The most interesting thing you have learned about CSA since you have been the Coordinator



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# Welcome

**Scott Reiner**  
**Executive Director**  
**Office of**  
**Children's Services**





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# Understanding the Role of the CSA Coordinator

**New CSA Coordinator Academy**  
**May 7, 2021**

**Scott Reiner**  
**Executive Director**

# Purpose of the Academy

- Assist you to:
  - Understand and appreciate your role and purpose
  - Equip your toolbox
  - Identify your resources



[https://www.youtube.com/watch?feature=player\\_detailpage&v=h7Oh1SI9lbs#t=3](https://www.youtube.com/watch?feature=player_detailpage&v=h7Oh1SI9lbs#t=3)

# Why Should You Care About the History of CSA?

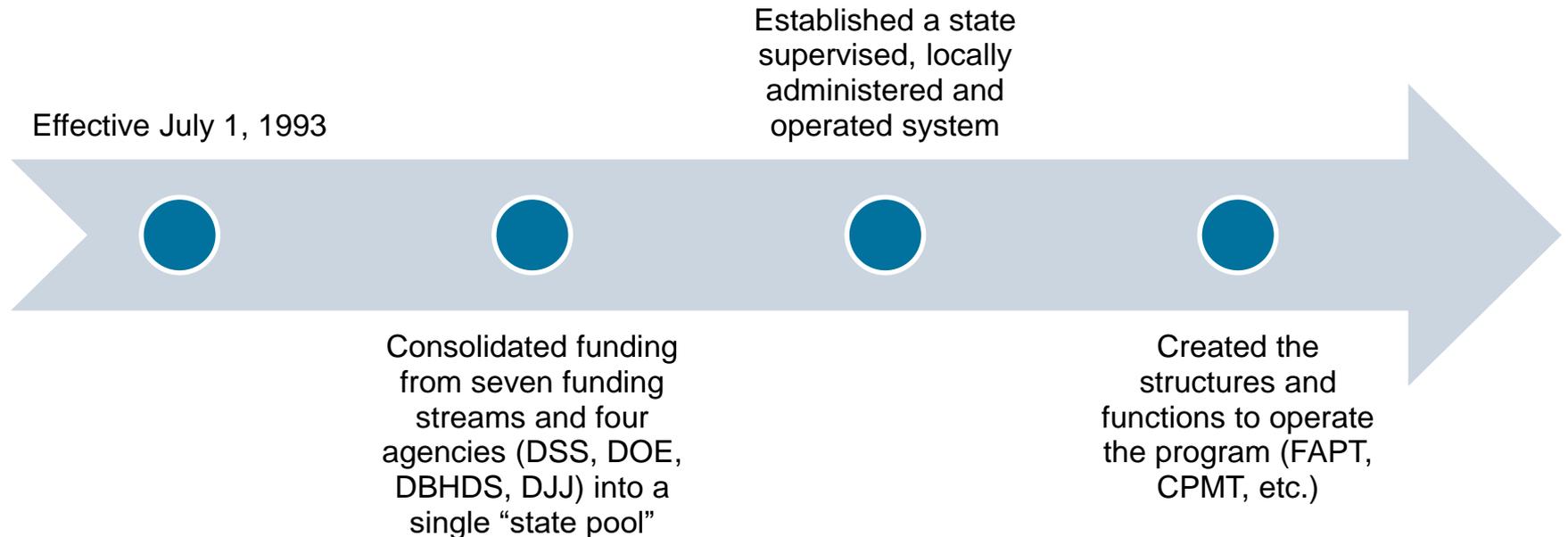
- A foundation for what you do every day
- Gives meaning and purpose
- Provides insight into what might otherwise seem random and unnecessarily complex



## Why Create a CSA?

- A 1991 study of children in residential services (due to exponential expenditure increases that could not be sustained)
  - 14,000 cases across four agencies yielded 4,993 unique children in care
    - Identified poor planning and delivery of services for children and families (redundant, uncoordinated, etc.)
    - Recognized inefficiencies in the use of funds

# CSA: A Very Short History



# What did the CSA Accomplish?

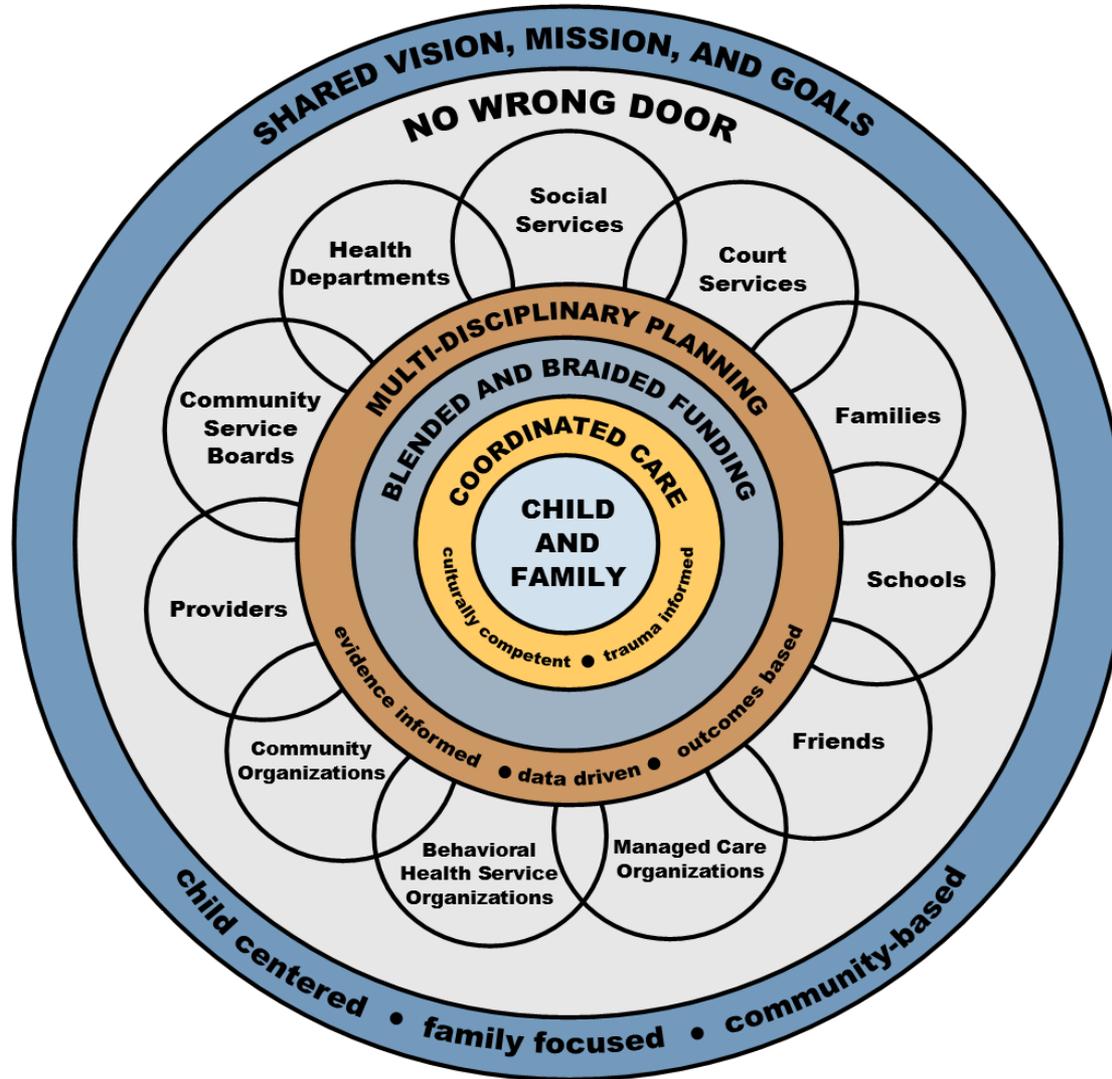
- Provided a mandate for cross-agency collaboration:
  - “If you want state funds, you will work together”
- Blended funding:
  - Multiple agencies – single appropriation
- Established a common mission:
  - Child-centered, family-focused, and community-based approach

# Purpose of the Act

- Preserve families, least restrictive environment, protect child welfare and public safety
- Early identification and intervention
- Services responsive to unique and diverse strengths and needs
- Increase interagency collaboration and family involvement
- Public / private partnerships
- Community flexibility in use of funds and decision-making

The mission of the CSA is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth.

## Virginia's Comprehensive System of Care



# How is the Law Implemented?

- Shared state and local responsibility
  - Local responsibilities
    - [§2.2-5206](#) (CPMT powers and duties)
    - [§2.2-5208](#) (FAPT powers and duties)
    - [Appropriation Act](#)
  - State responsibilities
    - [§2.2-2648](#) (SEC powers and duties)
    - [§2.2-2649](#) (OCS powers and duties)
    - [Appropriation Act](#)

# What is the CSA Coordinator's Primary Role?

Finance/Accounting?

Policy maker/enforcer?

Keeper of funds?



Social work/behavioral health?

Convener/leader/collaborator/  
boundary spanner?

# What is the CSA Coordinator's Role?

- Staff to the CPMT and FAPT
  - Administrative role to ensure key functions are fulfilled
    - How many duties are assigned to the CPMT? FAPT?
    - How many can you name?
- Ensure efficient, effective, and proper operation of the entire CSA process from referral to case closure

# What Are the Key Responsibilities?

- Model CSA Coordinator Position Description
  - *Are these responsibilities shared or exclusively yours?*
  - *Are all of the responsibilities assigned to someone in your locality?*

# What Do You Need to Know?

- CSA statutes, including:
  - §2.2-5200 Intent and purpose of CSA
  - §2.2-5206 CPMT powers and duties
  - §2.2-5208 FAPT powers and duties
  - §2.2-5209 Referral to FAPT
  - §2.2-5210 Information sharing
  - §2.2-5211 State pool funds
  - §2.2-5212 Populations eligible for CSA

# What Do You Need to Know?

## Appropriation Act

- Denial of funds
- Performance measures
- Utilization management
- Uniform assessment
- Data collection
- Training/technical assistance
- ICC policy
- Parental co-pays
- Use of Medicaid-funded services
- SPED Wrap funds
- Incentive match rate system

# What Do You Need to Know?

## Policies of the SEC and Other Agencies

- Child in Need of Services
- Transfer of Cases to Other Localities
- Special Education Wraparound
- Family Engagement
- "Protected" funds
- Intensive Care Coordination
- Treatment Foster Care Standards
- DSS policies on Title IV-E, VEMAT, etc.
- Special education requirements

User Guide

for the

Children's Services Act  
(CSA User Guide)



Office of Children's Services  
Empowering communities to serve youth

Original Date of Issue: July 1, 2015  
Updated: September 1, 2018

Policy Manual

for the

Children's Services Act



Office of Children's Services  
Empowering communities to serve youth

Date of Issue: July 2015  
Revisions: July 2016; January 2018; January 2019

# What are You?

accountable **BARRIER** Facilitator  
PAPER PUSHER Solution-oriented  
**CREATIVE** **CHANGE AGENT** **RESOURCE**  
ADVOCATE gatekeeper proactive

# What Do You Want to Be?

## Reflection and Discussion:

- What task/role of the CSA Coordinator is your strength?
- What task/role of the CSA Coordinator is most challenging to you?
- What are some steps you can take to build on your strengths and address your challenges?

# Where Can You Find Help?

- CSA Policy Manual
- CSA User Guide
- CSA Audit Self-Assessment Workbook
- CSA Website
- OCS Help Desk
- Technical Assistance Requests
- Tailored On-site Training
- OCS Staff
- CSA Virginia Learning Center
  - Can CSA Pay?
  - Orientation to CSA Audits
  - Continuous Quality Improvement
  - CSA for New LDSS Workers
  - CSA Finances
  - Use of SPED Wrap Funds
  - CPMT Training Modules
- Annual CSA Conference
- Other training opportunities

# Coming Up Next . . .

- FAPT & CPMT Roles and Responsibilities





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# Zandra Relaford

**Assistant Director**

**Office of  
Children's Services**





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# **CPMT and FAPT**

## **Roles and Responsibilities**

**CSA New Coordinators Academy**

**March 24, 2020**

**Presented by Zandra Relaford**

**Office of Children's Services**

# State Structure of CSA

State Executive  
Council for  
Children's Services  
(SEC)

State and Local  
Advisory Team  
(SLAT)

Office of Children's  
Services (OCS)



# Local Structure of CSA



# CPMT Membership



# Who's on CPMT?

# COV §2.2-5205



# CPMT Responsibility: Policy Development



# CPMT Responsibility

FISCAL POLICY



# CPMT Responsibility: Program Management



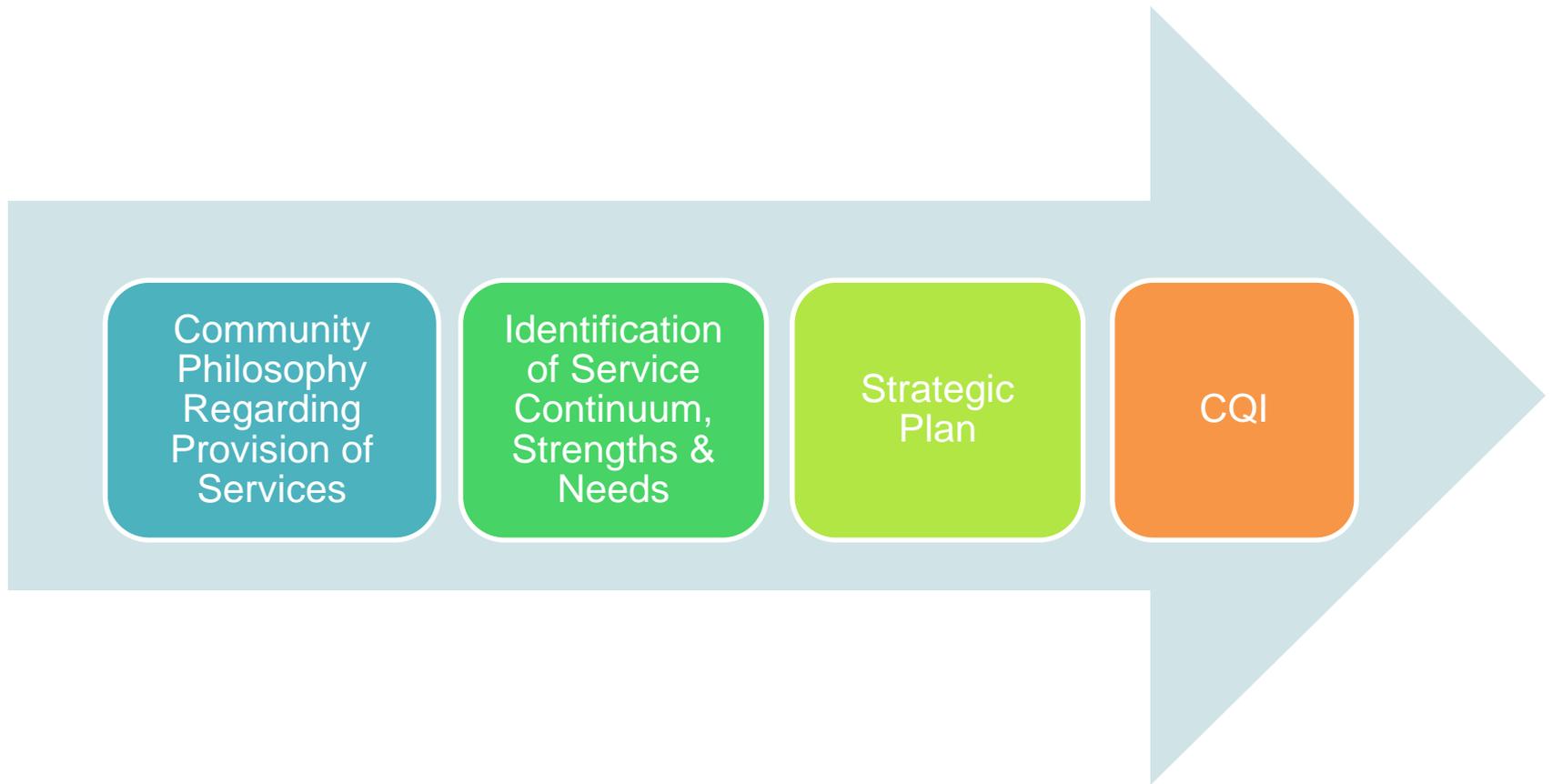
# CPMT Responsibility: Data Collection and Review



# CPMT Responsibility: Strategic Planning and Continuous Quality Improvement (CQI)

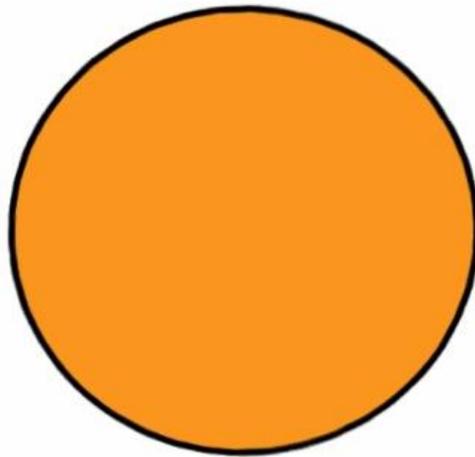


# Strategic Planning



# Write "reports" using "data"

Figure 1. How awesome we are

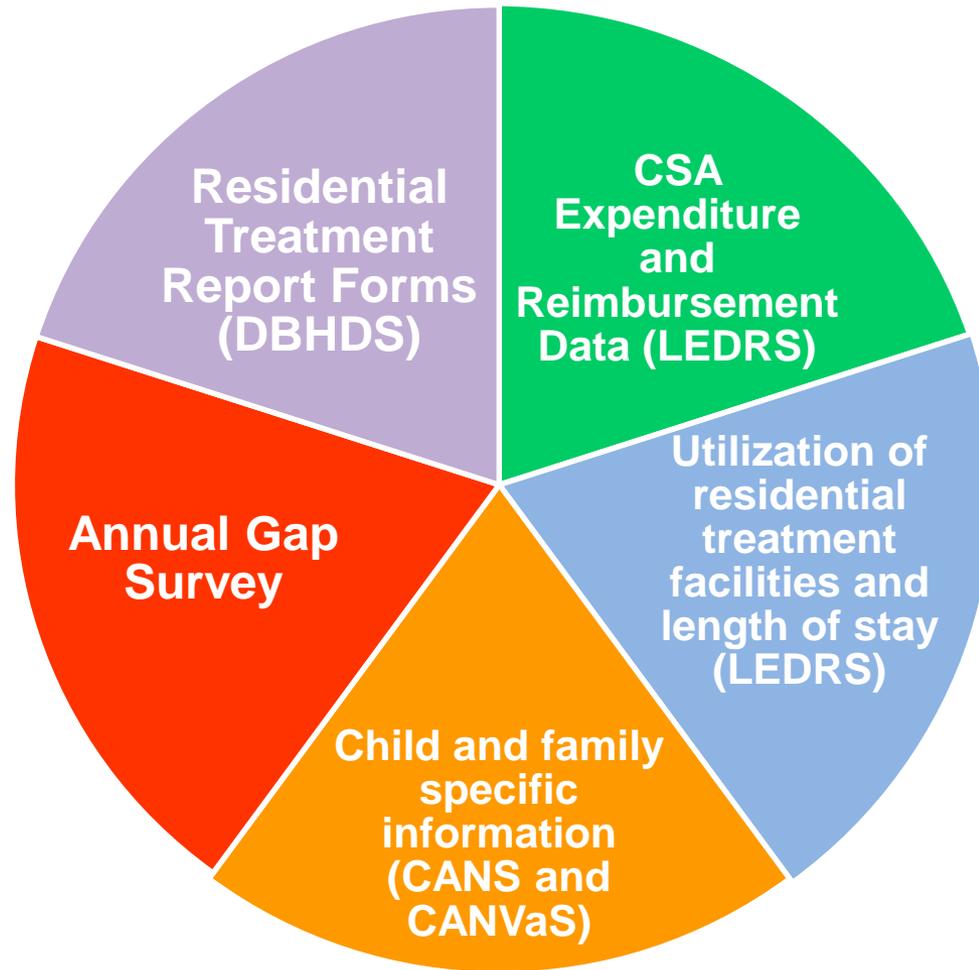


Really awesome

SOURCE: Because we said so

[freshspectrum.com](http://freshspectrum.com)

# Data Collection and Reporting

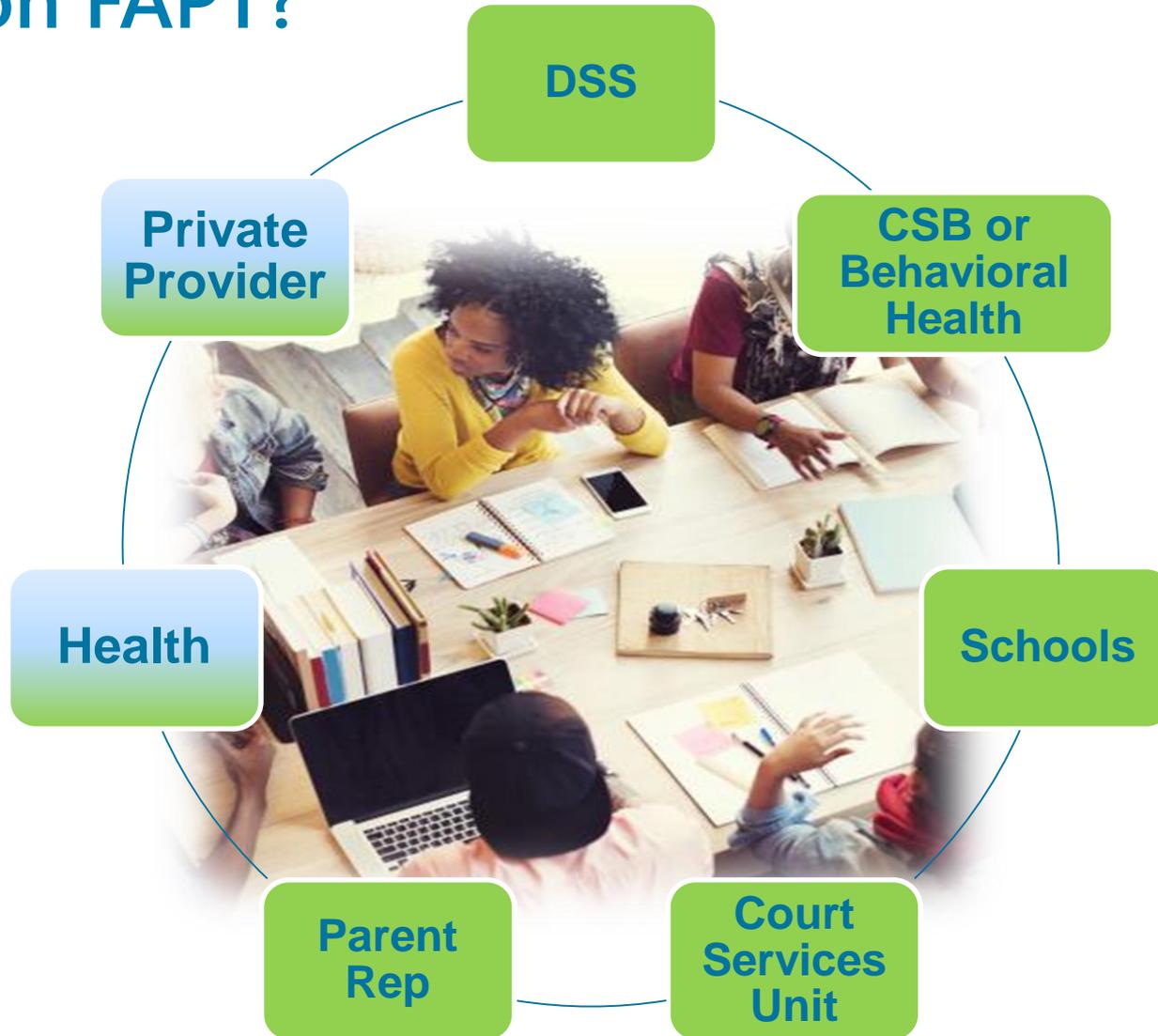


# CPMT: Major Areas of Responsibility



# Who's on FAPT?

§2.2-5207



# FAPT Roles and Responsibilities

- Review referrals
- Assessment of strengths and needs
- Develop ISFP
- Make appropriate referrals
- Report and monitor progress



# Preparing Families for FAPT



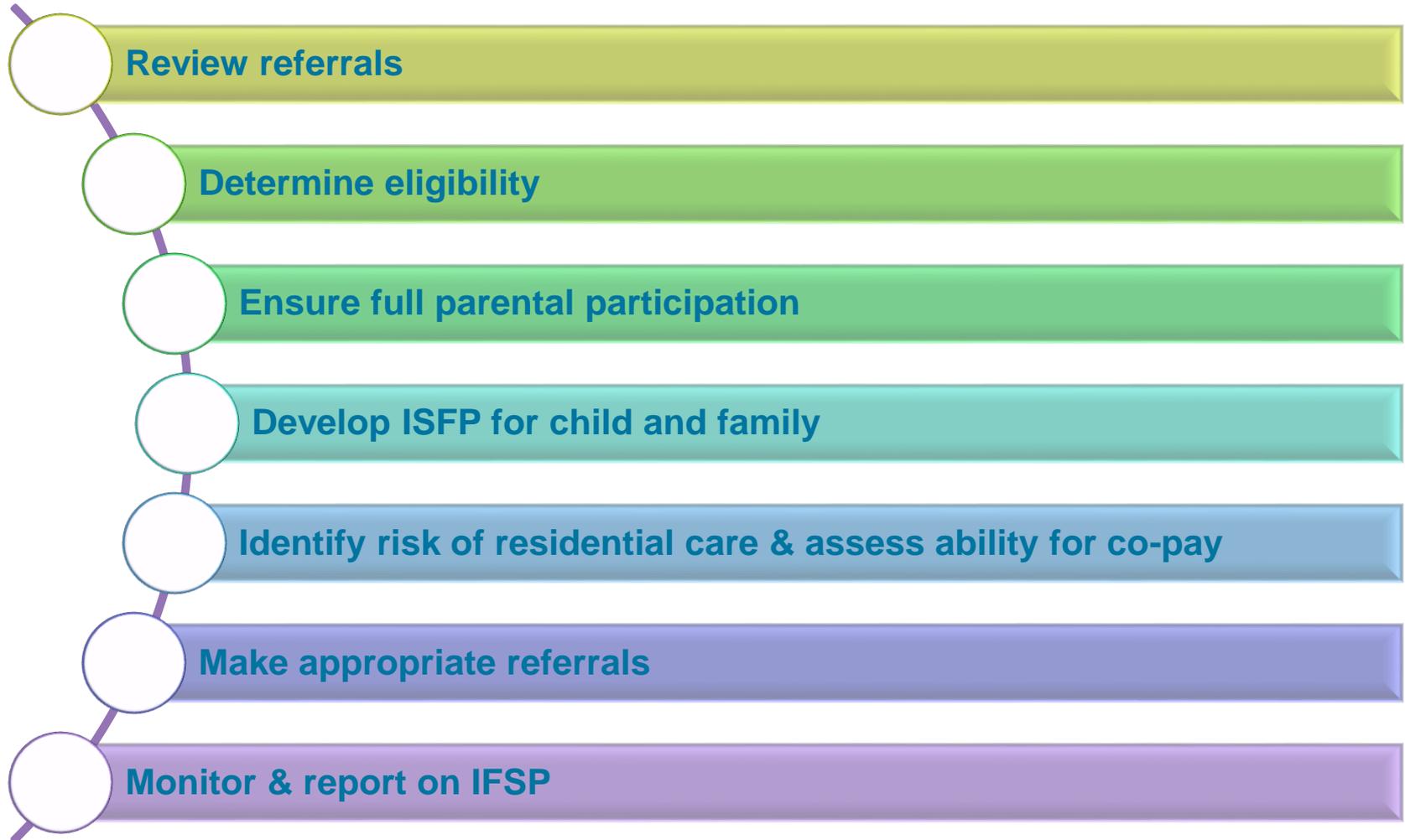
- Who's role
- Explain process and prepare family
- Encourage family to share information and perceptions Obtain "proper consent" and ensure "full and informed" assessment
- Maintain confidentiality
- CANS
- Document when placements cross jurisdictional lines

# FAPT: Case Manager Roles & Responsibilities



- Obtain “proper consent” and ensure “full and informed” assessment
- Maintain confidentiality
- CANS
- Document when placements cross jurisdictional lines

# Review: FAPT Roles & Responsibilities





## Coming Up Next . . .

- Friday May 14, 9:00 AM
- CSA Eligibility
- Child and Adolescent Needs and Strengths (CANS)
- Be prepared for discussion
- Send questions to [anna.antell@csa.virginia.gov](mailto:anna.antell@csa.virginia.gov)

